



Subject	Year	Term
Computer Science	9	1
Topic		
ECDL		
Content (Intent)		
Prior Learning (Topic) Year 8 Computer Science		
ECDL PowerPoint. Text formatting, charts, graphical objects, developing a presentation. Skills will be taught using a set of exercises. Preliminary analysis of learning will be tested using diagnostic tests from BCS before proceeding to the full exam around half term		
ECDL Word students will need to learn basic skills, such as formatting paragraphs, the use of styles, inserting images, changing tables, formatting tables, mail merge with a data source, page set up. They will have a diagnostic test prior from BCS prior to taking the full exam to ensure they have the requisite skills to pass.		
Future Learning (Topic) ECDL - Word		
What Knowledge and Skills will be taught (Implementation)		How will your understanding be assessed & recorded (Impact)
PowerPoint. Students will need to learn basic skills in PowerPoint, enough to pass an online exam. Text formatting, charts, graphical objects, developing a presentation. Skills will be taught using a set of exercises		The exam in PowerPoint will be at the end of the first half term. Students will get an instant feedback, pass or fail. They will have the opportunity to do a live diagnostic exam to test their skills. Homework will be revision of skills.
Word. Students will need to learn basic skills in Word, enough to pass an on-line exam. Text formatting, styles, tables, mail merge. Skills will be taught using a set of exercises and tested with a diagnostic.		The Word exam will probably be after Christmas, but may be before. Students will get an instant feedback, pass or fail. They will have the opportunity to do a live diagnostic exam to test their skills. For homework, they will be asked to revise skills enough to complete the exam successfully.
How can parents help at home?		
Ensure that students revise for exams.		
Helpful further reading/discussion (including Reading and Vocabulary Lists)		
Reading ECDL ECDL.org	Vocabulary Lists Print, Merge Select Output Change	Styles Paragraph Reference Layout Review